

2004

MONTANA

State

OMB NO. 1820-0550

Expires: 4/30/2005

ANNUAL STATE APPLICATION UNDER PART C OF THE
INDIVIDUALS WITH DISABILITIES EDUCATION ACT
FEDERAL FISCAL YEAR 2004

CFDA No. 84.181A

ED FORM No. 1 B20--26P

UNITED STATES DEPARTMENT OF EDUCATION
OFFICE OF SPECIAL EDUCATION PROGRAMS
Washington, DC 20202-2640

PART ISubmission Statement for Part C of IDEA
(CFDA No. 84-181A)

Please check the option that the State is using for this Federal Fiscal Year.

- ☒ The State has on file with the U.S. Secretary of Education policies, procedures, and assurances that meet the eligibility requirements of Part C of the Act. No changes to the previously submitted policies, procedures, and assurances are necessary. Therefore, the State is not submitting modifications to the policies and procedures on file with the Secretary, or changes to the current percentages for use of the total Federal allocation.
- ☐ The State is submitting modifications to State policies and procedures or to use of the Federal Part C allocation. These modifications are attached with this State application and include modifications: (1) deemed necessary by the State, for example when the State revises applicable State law or regulations; (2) required by the Secretary because there is a new interpretation of the Act or regulations by a Federal court or the State's highest court; and/or (3) because of an official finding of noncompliance with Federal law or regulation.
- ☐ The State is submitting a new application.

I, the undersigned authorized official of the

Montana Department of Public Health and Human Services

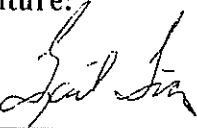
(*Name of State and official name of State agency*), have been designated by the Governor of this State to submit this application for FFY 04 funds under Part C of the Individuals with Disabilities Education Act (IDEA).

Assurances and Certifications

The Lead Agency hereby declares that it has filed the following assurances and certifications with the U.S. Department of Education, and, as of the date of the signature below, reaffirms and incorporates by reference those assurances and certifications with respect to Part C of IDEA. The Lead Agency certifies that no circumstances affecting the validity of these assurances have changed since their previous filing.

- As applicable, the assurance in OMB Standard Form 424(B) (Assurances for Non-Construction Programs), relating to legal authority to apply for assistance; access to records; conflict of interest; merit systems; nondiscrimination; Hatch Act provisions; labor standards; flood insurance; environmental standards; wild and scenic river systems; historic preservation; protection of human subjects; animal welfare; lead-based paint; Single Audit Act; and general agreement to comply with all Federal laws, executive orders and regulations.
- The three certifications in ED Form 80-0013, regarding lobbying, debarment/suspension/responsibility status and drug-free workplace.
- With respect to the Certification Regarding Lobbying, the Lead Agency recertifies that no Federally-appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making or renewal of Federal grants under this program; that the Lead Agency shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," when required (34 CFR Part 82, Appendix B); and that the Lead Agency shall require the full certification, as set forth in 34 CFR Part 82, Appendix A, in the award documents for all subawards at all tiers.
- The certifications in the Education Department General Administrative Regulations (EDGAR) §76.104, relating to State eligibility, authority and approval to submit and carry out the provisions of its State application, and consistency of that application with State law.
- The assurances in 34 CFR §§303.121-303.128, 303.140 and 303.144.
- The State has on file a description of the steps the State is taking to ensure equitable access to, and participation in Part C. As required by §427 of the General Education Provisions Act (GEPA), the State has identified barriers and developed strategies to address the barriers.

I certify that the State of Montana will operate its Part C program in accordance with the assurances required by the regulations and certifications on file, and that, as of the date of submission of this statement, none of the facts have changed upon which those certifications and assurances were made.

Name of Applicant: Montana Department of Public Health and Human Services	Program: Developmental Disabilities Program
Printed Name and Title of Authorized Representative of the State Gail Gray, Director Montana Department of Public Health and Human Services	
Signature: 	Date: April 15, 2004

PART II**Description Of Use Of Part C Funds****Administrative Positions, Salaries and the Description of Duties**

(Add columns and rows as needed)

Position	Salary and Fringe	% Part C	Description of Duties
Total for Administrative Positions, Salaries and Related Expenditures	\$285,268	13.10 %	*Please Review the Attached Spread Sheet for Details

Description Of Use Of Part C Funds (Continued)**Maintenance and Implementation Activities**

List major activities. Activities could include Comprehensive System of Personnel Development, contracted staff to provide technical assistance and data analysis, and expenses to administer the program not included under "Administrative Positions."

(Add columns and rows as needed)

Major Activity	Part C Funds to be Spent	Description of Activities
Montana's Central Directory of Services	\$37,954	Continue the operation of Montana's central directory of services, the Family Support Services Information Network (FSSIN), through the continuation of a purchase of service contract with Parent's Let's Unite for Kids (Montana's Parent Training and Resource and Information [PTI] Center).
Support for ongoing pre-service and personnel preparation of Family Support Specialists	\$25,000	Continue support for ongoing pre-service personnel preparation of Family Support Specialists in Montana through a purchase of service contract with the Department of Psychology, University of Montana, Missoula, Montana. This project has developed and maintains exemplary pre- and in-service training projects for early intervention professionals. Training is provided through the Early Intervention Specialty Project and the Rural Early Intervention Training Project. Classes are available both on campus and off campus through distance learning methods.
TOTAL for Maintenance and Implementation Activities	\$62,954 or 2.89% of the 2004, Part C Grant Award	

Description Of Use Of Part C Funds (Continued)**INTERAGENCY COORDINATING COUNCIL (ICC)**
Administrative Positions, Salaries and the Description of Duties

(Add columns and rows as needed)

Position	Salary and Fringe	% Part C	Description of Duties
N/A	N/A	N/A	N/A

Maintenance and Implementation Activities

List major activities. Activities could include training, support for the ICC (travel), and other implementation and development activities of the ICC.

(Add columns and rows as needed)

Major Activity	Part C Funds to be Spent	Description of activities
Provide advice and assistance to the Lead Agency in the ongoing implementation of Part C Services.	\$13,770*	Travel/Honoraria for attendance at four quarterly meetings as well as Supplies, Dues and Subscription fees.
		* This dollar amount is reflected in the Spread Sheet for Administrative Positions, Salaries and Descriptions of Duties as an Administrative Expenditure not included in Salaries and Benefits

Description Of Use Of Part C Funds (Continued)**Direct Services**

Describe the direct services the State expects to provide including information about each type of service, the approximate amount of funds for the service, and a summary of the methods to be used to provide the service. If State employees provide direct services, include salary, fringe, % Part C, and description of duties.

(Add columns and rows as needed)

Direct Service	Part C Funds To be Spent	Summary of methods to be Used to Provide the Service
		The State of Montana intends to use the majority of the 2004 Part C Grant Award to continue funding the full array of early intervention services required to infants and toddlers with disabilities and their families. Direct services to be provided include service coordination, evaluation and assessment, development and implementation of an IFSP, and assurances of procedural safeguards. Services are being provided through contracts with private not-for-profit vendors. Contracts are awarded on a competitive basis in response to requests for proposals by the lead agency for each of the five different geographic and administrative regions of the state as defined by state law. Projected costs to federal Part C, 2004 funds for contracted Part C Family Education and Support Services are as follows:
Region I	\$136,447	Developmental Educational Assistance Program (DEAP) 2200 Box Elder Miles City, Montana 59301 Federal ID: 810365511 1
Region I	\$115,443	Hi-Line Home Programs 605 3 rd Avenue South Glasgow, MT 59203 Federal ID: 810362748 7
Region II	\$282,171	Quality Life Concepts 600 6 th Street NW PO Box 2506 Great Falls, MT 59403 Federal ID: 810366158 8
Region III	\$413,066	Billings School District #2 Early Childhood Intervention 2802 13 th Street West Billings, MT 59102 Federal ID: 000041001 2
Region III	\$244,004	Support Techniques for Empowering People (STEP) Evergreen Center, Suite 210 1501 14 th Street West Billings, MT 59102 Federal ID: 810366245 2

Region IV	\$363,814	Family Outreach 1212 Helena Avenue Helena, MT 59601 Federal ID: 810367074 9
Region V	\$274,571	Child Development Center (CDC) T-214 Fort Missoula Missoula, MT 59804 Federal ID: 51-0167061
Total for Direct Services	\$1,829,516 or 84.01% of the 2004, Part C Grant Award	Of the total amount of funds allocated to Direct Services the approximate amount to be spent for each category of services are as follows: Assistive Technology - \$ 51,226 Audiology - 100,622 Family Training - 508,605 Health Services - 27,443 Medical Services - 107,942 Nursing Services - 14,636 Nutrition Services - 107,942 Occupational Services - 120,748 Physical Therapy - 153,680 Psychological Services - 25,613 Respite Care - 155,509 Social Work Services - 40,249 Special Instruction - 168,316 Speech-Language - 186,612 Transportation - 16,465 Vision Services - 43,908 \$1,829,516

Direct Service Employees (Discipline)	Salary and Fringe	% Part C	Description of Duties
N/A	N/A	N/A	N/A

Description Of Optional Use Of Part C Funds
For States that Do Not Provide Direct Service for At-Risk Infants and Toddlers

Describe activities to strengthen the Statewide system for at-risk infants and toddlers. This could include establishing linkages with appropriate public or private community-based organizations, and supporting personnel who identify and evaluate at-risk infants and toddlers, make referrals and conduct periodic follow-up.

(Add columns and rows as needed)

Description of Activity	Amount of Funds
N/A	N/A

Description Of The Use Of Part C Funds Continued
Activities by Other Agencies

If other agencies receive a portion of the Part C federal funds, include the name of the agency, the approximate amount of funds each agency will receive, and a summary of the purposes for which the funds will be used.

(Add columns and rows as needed)

Agency Receiving Funds	Amount of Funds	Purpose
N/A	N/A	N/A

PART III**TO BE COMPLETED IF LEAD AGENCY IS NOT STATE EDUCATIONAL AGENCY****Restricted Indirect Cost Rate/Cost Allocation Plan Information**

If the lead agency is not a State Educational Agency, please check applicable status below and enclose appropriate documentation for this Federal Fiscal Year.

X* Current restricted indirect cost rate or cost allocation plan has been approved by State's cognizant Federal agency and is in effect for this Federal Fiscal Year.

_____ Current restricted indirect rate or cost allocation plan expires on _____ and the State is in the process of negotiating a new rate or cost allocation plan that will be in effect on _____. The State will continue to apply the current restricted rate or cost allocation plan until a new rate or plan is negotiated and approved by the State's cognizant Federal agency.

_____ No indirect costs are charged to the Part C grant. The total amount of the Federal Part C grant is used for allowable direct costs.

_____ Other explanation attached.

*Approval letter attached.

SEP 25 2001



DEPARTMENT OF HEALTH & HUMAN SERVICES

Program Support Center
Financial Management Service
Division of Cost Allocation

DCA Western Field Office
50 United Nations Plaza, Room 34
San Francisco, CA 94102

Michael G. Billings, Administrator
Montana Department of Public Health and Human Services
P.O. Box 4210
Helena, MT 59604-4210

SEP 20 2001

Dear Mr. Billings:

This letter provides approval of the Montana Department of Public Health and Human Services Cost Allocation Plan (Plan) which was submitted to us by letter dated January 31, 2001 and subsequently revised on May 14, 2001, and August 28, 2001. The effective date of this Plan is July 1, 1999.

The Plan includes costs for the State Wide Budgeting Accounting and Human Resources System (SABHRS). However, as indicated in our letter dated July 23, 2001, Federal programs cannot be charged for the costs of this system until they have been reviewed and approved by the Division of Cost Allocation as part of the Statewide Cost Allocation Plan (SWCAP) review.

Acceptance of actual costs in accordance with the approved Plan is subject to the following conditions:

- 1) The information contained in the Plan and provided by the State in connection with our review of the Plan is complete and accurate in all material respects.
- 2) The actual costs claimed by the State are allowable under prevailing cost principles, program regulations and law.
- 3) The claims conform with the administrative and statutory limitations against which they are made.

This approval relates only to the methods of identifying and allocating costs to programs, and nothing contained herein should be construed as approving activities not otherwise authorized by approved program plans or Federal legislation and regulations.

Implementation of the approved Cost Allocation Plan may subsequently be reviewed by authorized Federal staff. The disclosure of inequities during such reviews may require changes to the Plan.

If you have any questions concerning the contents of this letter, please contact Cora Coleman of my staff at (415) 437-7821.

Sincerely,

David S. Low
Director

cc: Will Hagerty, ACF
Loerance Deaver, VR/DoEd.

Bernard S. Fellner, CMS
Gayle Smith, ORR

Sharon J. Wright, FNS
Richard J. Gonzalez, SSA